

**SECRET**

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Senior Staff Meeting

12 June 1962

First - Bi-Weekly - 26<sup>th</sup>

1. Acting Director of Central Intelligence

Responsibility of Executives

701

Mr. McCone's Trip

Visits to [redacted]

DIA Briefing

Watch Committee

Special Group

Inside CIA —  
Family Meetings —  
Let Hair down —

25X1

2. Executive Director

Organization of the DCI's Office

President's Board

FUTURE MEETINGS

— my sign —

3. Deputy Director (Support)

Orientation of Summer Employees

Prohibition Against Solicitors

GSI Complaints CAFE TECH

4. Director of Communications

[redacted]

5. Assistant Deputy Director (Plans)

Agency's Counter Insurgency Effort

6. Legislative Counsel

Houston → Congressional Items

Col. Organ

CIA in the Press

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8 June 1962

MEMORANDUM FOR: Acting Director of Central Intelligence  
SUBJECT : Senior Staff Meeting, Tuesday, 12 June 1962

1. I would like to suggest that you discuss the following subjects at the first Senior Staff Meeting which will be Tuesday, 12 June, and at which will be present the heads of all of the offices and staffs of the Agency. I think that in view of the fact that this our first staff meeting with all of these people present, the most important objective should be to get across some of your philosophy so as to project your views throughout the Agency. Consequently I have more or less planned the meeting so that about half of the time will be devoted to your comments.

a. Mr. McCone's trip -- I think here that just a brief report of the fact that the DCI is on a trip to Southeast Asia to see for himself what the situation is would be worthwhile. It might also be opportune to mention that the DCI will probably be taking quite a few trips as he likes to get his information first hand. (The DCI can report on his trip in full at the 26 June Senior Staff Meeting.)

b. DDCI's visits to [redacted]

I believe you ought to mention your visits to these four places, not only as illustrative of the fact that you are planning to get around yourself, but perhaps more important to indicate that already you have gotten around a good deal and also intend to see for yourself firsthand. Favorable comments on any of these posts will get to the people involved most rapidly and will be helpful to morale.

25X1

c. Watch Committee. I think you might discuss briefly your assumption of the Chairmanship of the Watch Committee and the fact that steps have been and are being taken to improve the operating efficiency of this body, and also of the National Indications Center.

d. Special Group. In view of the rather heavy demands this body places on the time of the DCI and yourself, I think it would be worthwhile if you mention the body and how it works, perhaps emphasizing the necessity for prompt and accurate staff work on our papers that support this group.

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e. DIA briefing. It would be worthwhile to discuss this briefing particularly to mention that we are going to try to work closely with them so that DIA will grow as a complementary organization and not as a competitor. I would also stress on this occasion the fact that CIA should help DIA and that in certain fields we might even wish to yield to them some of the activities which we now have.

25X1

f. The [ ] situation. In my opinion it is time that we had a few statements on this subject from the top level of the Agency, particularly in the nature of guidance to other senior officials, and as an indication of how you feel about the exercise. I would stress that we are doing all we can do to obtain jobs for these people. I would also stress that this is an exercise designed to get rid of a hump and to ask those people to leave whose specialty is surplus to our needs. I would stress the fact that because people are in the [ ] category there should be no stigma attached to the fact that they have been asked to resign, and that the Agency should do everything it can to make their exit dignified and humane.

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25X1

g. Responsibility of executives. Following your comment on the [ ] I think it would then be most appropriate for you to comment on the responsibility of executives, which you did once before to a smaller staff meeting, and which badly needs to be done to this larger group. The very fact that the [ ] people were told of their fate by administrative officers and not by their office chiefs is to my mind but one of the few elements which was improperly handled in this program. I think that anything that can be done to emphasize to our executives that their most important responsibility is the correct handling of people is time well spent.

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2. Subject to your approval I plan to raise two subjects at the meeting:

a. A brief description of what we are trying to achieve in the organization of the Director's office, mentioning a few of our innovations such as the use of the Executive Registry, the correspondence journal, the correspondence folder, the daily 9:00 briefing and the daily 4:00 staff meeting.

b. For information purposes I will mention the meeting of the President's Board on the 25th and 26th of June and simply indicate that we do not as yet know all of the subjects that they will want us to report on.

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Other Items to be Covered at the Senior Staff Meeting, Tuesday,  
12 June 1962

Deputy Director (Support)

Orientation of Summer Employees  
Prohibition Against Solicitors

Director of Communications

Communications Arrangements with State

Legislative Counsel

Congressional Items

Col. Grogan

CIA in the Press

Unknown

CIA's Counter Insurgency Effort